

Highland Fire District

Organizational Meeting

January 9, 2024

7pm – St #1

Commissioner:	Stephen DiLorenzo	(PRESENT)
	Christian Erichsen	(PRESENT)
	Alan Barone	(PRESENT)
	Kevin Rizzo	(PRESENT)
	Phillip Roloson	(PRESENT)
Chief	Peter D. Miller	(PRESENT)
Treasurer:	James Passikoff	(PRESENT)
District Secretary:	Leslie B. Benson	(PRESENT)

Commissioner, Steve DiLorenzo called the meeting to order at 7pm, led the salute to the flag and asked for a moment of silence. Treasurer James Passikoff welcomed everyone.

A request for Executive Session called at 7:03PM by Commissioner Kevin Rizzo seconded by Commissioner Chris Erichsen for the purpose to discuss the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.

Return back to general meeting session at 7:30PM. Jim Passikoff welcomed everyone to the organization meeting.

**Appointment of Chairman for 2024:**

Treasurer Passikoff asked for nominations for Chairman for 2024. Commissioner Rizzo nominated Steve DiLorenzo. Commissioner Barone seconded.

VOTE: 5 Aye 0 No 0 Abstain 0 Absent

Motion carried unan.

Chairman DiLorenzo thanked everyone as it's an honor and privilege to be the chairman for another year.

**Notice of Meeting:**

Publication of this meeting appeared as a legal ad in the Southern Ulster Times on January 4, 2024.

**2023 Annual Election Results:**

For the Office of Commissioner, 5-year term: Candidate 1 – James Balint 57 votes,

Candidate 2 – Stephen DiLorenzo 173 votes

A total of 232 votes – 1 blank and void ballot and 1 not registered

Commissioner DiLorenzo was sworn in on 1/1/24 and has signed up to attend training.

Chairman DiLorenzo stated the purpose of this meeting is the organization of the Highland Fire District for 2024.

**Appointments:** Chairman DiLorenzo asked for a motion for the following appointments for 2024:

Deputy Chairman- Christian Erichsen

Treasurer: James Passikoff

District Secretary: Leslie Benson

Legal Counsel: Scott Dow of Kornfeld, Rew, Newman and Simeone and the firm of Di Stasi, and Murphy

Designation of Official Newspapers: Southern Ulster Times and the New Paltz Times as the official newspapers for use for legal notices for the Highland Fire District.

Designation of Official Financial Institutions - M&T Bank, Key Bank, Trustco and Chase as the official banks of the Highland Fire District – Treasurer Passikoff recommended keeping all in place.

Authorization of signatories for checks in the amount of \$3000 or more

Treasurer – Jim Passikoff  
Chairman, Steve DiLorenzo  
Deputy Chairman, Chris Erichsen  
Commissioner PJ Roloson

It was noted that checks in the amount of \$3000 or more require two signatures.

Approval of membership New York State Association of Fire Districts and regional associations

Official Meeting Schedule for 2024 – Second Tuesday of the month

Commissioner Kevin Rizzo moved to approve the following meeting schedule for 2023 for the Board of Fire Commissioners:

Feb 13, 2024	March 12, 2024	April 9, 2024
May 14, 2024	June 11, 2024	July 9, 2024
August 13, 2024	September 10, 2024	October 8, 2024
October 15, 2024 ( budget hearing)		
November 12, 2024	December 10, 2024 (also Annual Election)	

District Secretary – Leslie will submit to the paper

Appointment of Custodians for Station 1 and Station 2 –

Station 1 – Welch & Son, is now a contractor by their change of choice and Station 2 – Christine LaForge

Apparatus of Vehicle Repairs Vendors:

Premier Fire Apparatus, All Automotive, and Erichsen's for Apparatus and Vehicle repairs

Review of Investment Policy, Procurement Policy and Service Award Investment Policy

It was moved to retain the present procurement and investment policies to be retained including best value and piggy backing as well as the use of Sourcewell, for 2024, and that the Length of Service Award Investment Policy is retained for 2024

Surety Bond:

The current limit is \$1.4 Million and reviewed on a yearly basis when insurance is renewed.

Committee Appointments:

Chairman DiLorenzo presented the 2024 Committee appointments and asked if anyone wanted changes

2024 Committee Appointments

CHAIRMAN	COMMISSIONER Stephen DiLorenzo
DEPUTY CHAIRMAN	COMMISSIONER Erichsen
LIASON TO SECRETARY / TREASURER	COMMISSIONER DiLorenzo and Barone
PURCHASING	ALL COMMISSIONERS
BUDGET	ALL COMMISSIONERS
APPARATUS REPAIR	COMMISSIONERS DiLorenzo & Erichsen CHIEF Miller
BUILDING & GROUNDS (STATION #1)	COMMISSIONERS Barone and Roloson
BUILDING & GROUNDS (STATION #2)	COMMISSIONERS Erichsen and Rizzo
NEW APPARATUS REPLACEMENT PROGRAM	COMM.BARONE, DiLorenzo, Erichsen & CHIEF Miller
INSURANCE & WORKMAN'S COMPENSATION	COMMISSIONERS Barone and DiLorenzo
First Care CONFIDENTIAL CONTACT	COMMISSIONER Rizzo  CHIEF Miller, Asst. Chief to be confirmed next month
LIAISON TO TOWN OF LLOYD (ALL DEPTS.)	COMMISSIONERS Barone and Erichsen CHIEF Miller
INVENTORY MAINTENANCE	COMMISSIONERS DiLorenzo and Rizzo
BILL REVIEW COMMITTEE	COMMISSIONERS Barone and Erichsen
RECORDS MANAGEMENT OFFICER	Secretary Benson and Treasurer Passikoff
HOSE COMPANY LIAISON	COMMISSIONER Barone & Rizzo
FIRE DISTRICT ELECTIONS	COMMISSIONERS Roloson and Barone Secretary Benson and Mary Darcy
FIRE DISTRICT REPRESENTATIVES TO	COMMISSIONERS DiLorenzo & Erichsen
NYSFDA AND UCFDA	
RULES AND REGULATIONS	COMM. DiLorenzo, Erichsen and Rizzo, CHIEF & HHC President

SERVICE AWARDS COMMITTEE

COMMISSIONER DiLorenzo, CHIEF Miller,  
HHC PRESIDENT OR THEIR DESIGNEE

U.C. FIRE ADVISORY BOARD

Steve Lee

PHYSICAL FITNESS PLAN

COMMISSIONERS Erichsen, Rizzo,  
CHIEF Miller

BANK STATEMENT REVIEW

Commissioner Rizzo - Alt. Barone

Fire District Staff- job description

Commissioners Barone and Erichsen

And Duties

CHIEF Miller

IT Committee

Commissioners Rizzo and Roloson

CHIEF Miller

Authorized Signers

DiLorenzo, Erichsen, Roloson, &  
Passikoff

**MOTION:** Commissioner Kevin Rizzo moved to accept all appointments for 2024 seconded by Commissioner Alan Barone.

VOTE: : 5 Aye 0 No 0 Abstain 0 Absent  
Motion carried

Miscellaneous Items:

Chairman DiLorenzo noted the following items for 2024 as reminders.

1. Agenda – Will be emailed to Commissioners and Chief the Thursday prior to meeting
2. Minutes – transcribe within 2 weeks of meeting
3. New membership: Information to be sent to Commissioners prior to meeting. Commissioner Kevin Rizzo suggested this is more than the application – summary and recommendation from the Chief's office.
4. Financial Report: Send to Commissioners Thursday prior to meeting - Jim Passikoff
5. Notify the District Secretary if you cannot attend the Bill Review or Meeting.

Adjournment:

Commissioner Kevin Rizzo moved to adjourn the Organizational meeting at 7:40 PM, seconded by Commissioner PJ Roloson

VOTE: : 5 Aye 0 No 0 Abstain 0 Absent  
Motion carried

Respectfully Submitted,



Leslie Benson  
District Secretary  
1/22/24

**APPROVED BOFC 2/12/24**